

28 OCT 1975

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MEMORANDUM FOR:

SUBJECT : Letter of Instruction

1. As Chief of the Policy Branch, Policy and Plans Group, you are my primary officer responsible for the formulation and coordination of Agency security policy. You are responsible for the coordination of such policy within and outside the Office of Security. You coordinate Office of Security reviews of proposed legislation. You provide administrative and coordinating support to the CIA Member of the USIB Security Committee. You serve as DCI Member of the National Disclosure Policy Committee (NDPC). These functions you carry out with the assistance of one other professional security officer and under my supervision. You are expected to supervise the other officer assigned to the Policy Branch.

2. In carrying out the above responsibilities over the next year, you will place emphasis on achieving the following objectives:

a. A complete updating of the chapter of the Headquarters Regulations to ensure that it meets the security requirements of the Agency in 1976 and is consonant with the spirit of the times as reflected in the recommendations of the Rockefeller Commission and Executive proscriptions. (Milestones toward this objective include the preparation of a revised draft by 15 December 1975, coordination of this draft throughout the Office of Security by 31 January 1976, and submission of a final draft to the Regulations Control Branch by 31 March 1976.)

b. In coordination with representatives from other Agency directorates, completion of a review and analysis of Office of Security representation and Agency participation in the National Disclosure Policy Committee, to include preparation of a report with recommendations for Agency Management Committee consideration. (The study and report should be completed by 31 May 1976.)

FEB-MAY

c. In coordination with the PTOS directorate and appropriate component security officers, conduct of a study and development of a plan with detailed milestones that will establish and maintain a coordinated industrial security policy program for the Agency. (The plan should be submitted to me by 15 April 1976.)

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d. Development of a proposal to establish and implement a program for all Office of Security activities to preclude the use of resources in improper intelligence activities. (Your proposal should be submitted to me by 20 December 1975, and should have a target date of implementation of 31 January 1976.)

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e. In coordination with other appropriate Office of Security components, the updating of existing standards to ensure that security file information is not used for unauthorized purposes. (Achievement of this objective is scheduled for 29 February 1976.) ✓✓

3. In the carrying out of your responsibilities outlined in paragraph 1 above and in pursuing the objectives detailed in paragraph 2, as a senior Security professional you should place emphasis on your managerial and supervisory responsibility. Although this supervisory responsibility is limited to the one other individual in your branch, you should organize your tasking to make maximum use of the talents of both of you.

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Chief, Policy and Plans Group

OFFICE OF SECURITY ACTION PLAN			OBJECTIVE NUMBER: OS-0 10-76			LEVEL: Office			STATUS		+	=	/	
OBJECTIVE STATEMENT: Establish and implement by 31 January 1976 systems and procedures for all Office activities to preclude the use of resources in improper domestic intelligence activities.						ESTIMATE OF RESOURCES \$ 9,000 1/3 MY			JUL-AUG					
									SEP-OCT					
						NOV-DEC								
						JAN-FEB								
						ACTION OFFICER: DD/P&M X-5861; R-1120			MAR-APR					
									MAY-JUN					
MILESTONES			COMPLETION DATES											
			JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
1. Define guidelines concerning propriety of Office activities.														
2. Identify options for monitoring compliance with guidelines.														
3. Select appropriate options and obtain D/S approval for their implementation.														
4. Publish guidelines and implement procedures to ensure compliance.														

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OFFICE OF SECURITY ACTION PLAN OBJECTIVE NUMBER: 05-1173 LEVEL: 000700020005-4

OBJECTIVE STATEMENT:

By 29 February 1976, review existing procedures and update standards to ensure that legal and proper information in security files is not used for unauthorized purposes.

ESTIMATE OF RESOURCES

\$ 9,000
1/3 MY

ACTION OFFICER: DD/P&M
X-5861; R-1120

STATUS

JUL-AUG			
SEP-OCT			
NOV-DEC			
JAN-FEB			
MAR-APR			
MAY-JUN			

+ = /

MILESTONES

COMPLETION DATES

1. Identify current policies and procedures for controlling use of information in Security records.
2. Analyze existing policies and procedures to determine adequacy. Identify weaknesses.
3. Determine if existing policies and procedures are being followed. Identify deficiencies.
4. Define updated standards for control of information in Security records.

JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
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